

**Eleanor Ellis Public Library**  
**4495 Town Hall Road, Phelps, WI 54554 715.545.2887**  
**Board of Trustees Regular Teleconference Meeting**  
**Monday, March 8, 2021, 6:00 pm**

**Agenda:**

**1. Call Meeting to Order:** The meeting was called to order by President Elizabeth Volkmann at 6:01 PM.

**2. Roll Call / Quorum Call:** Present: Board members Angie Carlson, Kathy Schofield, Lisa Volkmann, Dawn Gonitzke and Director Cari Hutton. Absent: Ann Pickart

**3. Verification of Public Notice:** This agenda has been posted at the Phelps Public Library, Phelps Town Hall, Phelps Convenience Center and emailed to Vilas County News Review on March 7, 2021.

**4. Approval of the Minutes of January 11, Regular and Feb. 15, Special 2021 Meetings :** Motion by Kathy Schofield to accept the minutes of the January 11th and February 15th meetings. Second by Angie Carlson. All aye. Motion carried.

**DISCUSSION / ACTION ITEMS:**

**5. Financial Report:** Angie Carlson presented the financial report. Balance reported is \$47,562.43. Discussion about money from the CARES Act. Cari explained that this money needs to be spent on Covid related items and will be reimbursed through DPI. Reimbursement will continue through June 2021. Allotted amount is \$1,508.00. Motion to accept the financial report by Kathy Schofield. Second by Dawn Gonitzke. All aye. Motion carried.

**6. WLA Membership Grant Agreement Signatures:** This is a grant awarded through Northern Waters. It includes \$58.00 for Cari's Director's membership fee, for which the amount is based on her salary. Lisa Volkmann will communicate with Cari about signing this document.

**7. 2021 Collection Dev Grant Agreement Signatures:** This grant totals about \$1,100.00 and is reimbursed through Northern Waters. Lisa Volkman will communicate with Cari about signing this document. Discussion was held about the possibility of obtaining the books written by Phelps author and teacher, Eleanor Lapp. Cari said that she believes the library has all these books already. Lisa Volkmann suggested the library set up a permanent display of these books. It was suggested that other Phelps authors could be highlighted also. Kathy Schofield began a discussion about selection development and the possibility of expanding the "Inspirational" section of the library. This topic will be discussed in the future.

**8. Angie Carlson EEPL Board membership renewal for 3-year term beginning May 1, 2021 through April 30, 2024:** Angie Carlson stated that she would be willing to serve as board member per the dates above. Motion by Dawn Gonitzke to nominate Angie Carlson for the 3

year term beginning May 1, 2021 through April 30, 2024. Second by Kathy Schofield. All aye. Motion carried. Lisa will write a letter to the town board informing them of Angie's nomination.

**9. EEPL Annual Meeting (May 10) Election of Officers :** Angie Carlson, treasurer, Dawn Gonitzke, Secretary, and Lisa Volkmann, president all agreed to be nominated for these offices. This slate of officers will be voted on at the May 10, 2021 meeting.

**10. Director's Report:** Cari Hutton presented the Director's report. Discussion. No action taken.

**11. COVID-19 and EEPL Service Levels:** Much discussion took place on this issue. Board members and the director are all committed to opening the library to the public as soon as possible. The board and Cari are aware of the desire from the community to open in person services. All agreed that the library is considered to be "essential" to our community. Cari stated that our greatest constraint in opening the library is our size. Because of our current square footage, only 3 people, including staff are allowed in the building at one time. As of the meeting, our Wisconsin and Vilas County case rate is "high". The case rate needs to be "moderate" to "low" in order for the library to safely reopen to the public. Cari also presented a response from the Vilas County Health Department expressing that our staff members will not be considered as "educators" in order to receive the vaccine now. They continue to wait for their turn to get the vaccines.

Lisa Volkmann shared information from the Boulder Junction library. They are currently open 3 days a week for limited hours for in person services. Mitigation procedures are in place, as is a policy regarding Covid procedures. Boulder Junction is the only library in Vilas County providing in person services, Walter Olson Library in Eagle River, Land O Lakes Library, and the Plum Lake library in Sayner are all only offering curbside pickup such as EEPL.

The question was asked, what will we need to do in order to prepare for reopening to the public? Cari stated that plexiglass dividers are needed around the circulation desk and computers. Some computers will need to be covered from use to separate users. Furniture, all toys need to be removed or cordoned off. Some items, such as new releases, will need to be relocated in order to provide at least 6 feet distance from others. Plastic covers for keyboards are already available. An ultraviolet light has been installed on the furnace to improve the ventilation system. Members are asked to research these issues and report back at the next meeting.

EEPL would need to establish a policy for use of the library during Covid. This policy would include items such as mask wearing, how long each patron can spend in the library, anything touched through browsing would need to be put into a basket for quarantining, and the setting up of appointments for patrons to come into the library.

A community concern was expressed that the current curbside hours does not allow for people working Monday through Friday 9 to 5 hours to participate. Dawn Gonitzke asked if one of the

days for curbside pickup could be adjusted to include some later hours (possibly until 6 pm) or on Saturday mornings. Cari mentioned that one idea would be to purchase exterior lockers where the patron would be able to pick up materials at any time, given a code to open the locker. This idea is something that might be useful not only during times of Covid restrictions, but all year long.

**12. Adjournment:** Motion to adjourn by Dawn Gonitzke. Second by Kathy Schofield. All aye. Motion carried. Meeting was adjourned by President Lisa Volkmann at 7:21 PM.

The next regular EEPL meeting will be on Monday, May 10th.

Respectful submitted by Dawn Gonitzke, EEPL secretary and board member